



Providing information technology services to
California Health and Human Services Agency Departments



Arnold Schwarzenegger,
Governor

JOB OPPORTUNITY

CLASSIFICATION: Associate Personnel Analyst
(Permanent, Full time)

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Human Resources Branch
2525 Natomas Park Drive Suite 100
Sacramento, CA 95833

[Free Parking](#)

SALARY: \$4,111 - \$4,997

Duties/Responsibilities:

Under the direction of the Human Resources (HR) Manager, the Associate Personnel Analyst (APA) has the responsibility of providing advisory/consultative services to management in the complex areas of: labor relations, progressive discipline, Equal Employment Opportunity (EEO) complaint resolution, Family Medical Leave Act (FMLA), Worker's Compensation issues, and other complex organizational matters. The APA serves as the Labor Relations Officer, EEO Officer, Health and Safety Officer and Reasonable Accommodation Coordinator. The incumbent performs complex internal investigations, develops and provides personnel related training to all levels of HHSDC staff and assists in developing and maintaining EEO and HR related policies and procedures.

Desirable Qualifications:

- Knowledge of HR regulations and the supporting control agency's laws rules policies and procedures.
- Experience in labor relations and grievance handling, good communication and interpersonal skills, ability to work independently on multiple projects.
- Knowledge of ergonomics and other health and safety issues.
- Experience in policy and procedure development and maintenance.
- Excellent verbal and written communication skills.



Providing information technology services to
California Health and Human Services Agency Departments



Arnold Schwarzenegger,
Governor

JOB OPPORTUNITY

Who May Apply:

Please indicate your eligibility on your application.

- State employees who are at or have lateral transfer eligibility to the Associate Governmental Program Analyst (AGPA) classification.
- Persons who have list eligibility to the Associate Governmental Program Analyst (AGPA) classification.
- SROA/Surplus candidates are encouraged to apply.

Inquiries regarding this position may be directed to Jim Kammerer at (916) 263-3252.

How to Apply:

Submit a State of California application STD 678.

APPLICATIONS RECEIVED WITHOUT RPA # 05-171 WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.

Final Filing Date: Until Filled

Submit applications/resumes to:

**Health and Human Services Data Center
Human Resources Branch, Attention RPA # 05-171
2525 Natomas Park Drive Suite 100
Sacramento, CA 95833**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.